



Instructions for Noting Hearings Telephonically

As per the Adoption Packet, you must notify Adoption Services when noting your hearing. As of now, all adoption hearings will be conducted by phone. When notifying Adoption Services of your final hearing you must now also provide the following:

- Interrogatories Propounded to Petitioners (submitted at the time of noting the final hearing)
 - Complete Interrogatories (Please note this document requires notarizing) and make 3 copies
 - File original with the clerk's office (E-609 Seattle or 1-D Kent)
 - Provide a copy with working papers (C-203 Seattle or 2-C Kent)
 - Provide a copy for Adoption Services (Include hard copy with Note for Motion docket – submit to **W-280 or by mail with the additional information:
 - Date of Hearing
 - Your telephone number so that we can contact you on the day of the hearing (Please note all parties must be present, petitioner(s) and child(ren) so if we need to call more than one number please provide that)
- Addendum A (submit at the time of noting the final hearing)
 - Complete the Addendum A form (include your name, address and how many certified copies you are requesting)
 - Provide the original with working (do not file the original with the clerk's office, this is in only intended for use by the Judicial Officer)
 - Provide a copy for Adoption Services (Include hard copy with Note for Motion docket & Interrogatories – submit to **W-280 Seattle or by mail) with the additional information:
 - Date of Hearing
 - Case number
- To obtain certified copies of Adoption Decree please contact the Electronic Records Request through the Clerk's office:
<https://kingcounty.gov/courts/clerk/access-records/records.aspx>
- Department of Health documentation & fees
 - Provide original completed Data Card to Adoption Services (Submit at time of noting final hearing to **W-280 Seattle or by mail)
 - Registration of Adoption, Order Form for Birth Certificate and the DOH fees can be submitted directly to the Department of Health

If you have any questions, please contact the Adoption Services at (206) 477-1493 or email: SCAdoptionParalegal@kingcounty.gov

****Check with us at [FCS@KingCounty.Gov](https://kingcounty.gov/courts/clerk/access-records/records.aspx) to ensure we are open to the public before coming to the courthouse.**